

GUEST SPEAKER THANK YOU LETTER GUIDE FOR STUDENTS

Writing a thank you letter is very important to show your appreciation. Please return your letter to the teacher today.

When you write your letter, remember to do the following:

1. Be neat.
2. Watch your spelling
3. Begin your letter with a sentence that specifically thanks the person for coming to the school. For example, "Thank you for taking time out of your schedule to visit our school."
4. State something specific that you learned or enjoyed during the experience. For example, "I learned a great deal about how an engineer uses computers."
5. Be sure to mail or deliver the letter within a few days - same day if possible.